



The Maryland Child Care Credential Program applications change frequently. The sample applications within these binders may change, and they should only be used as a point of reference.

To obtain or print an application to MSDE, please go to their website:

<https://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care/credentialing-branch/child-care-credential-program>

When you visit this website, you should immediately see a list of resources and applications provided by the MSDE. Use the updated resources and applications provided by the MSDE, or your application will not be accepted.

When you click the link, you should find this:

Maryland Child Care Credential Program

The Maryland Child Care Credential Program recognizes individual child care providers who increase their qualifications beyond the requirements of state licensing and registration regulations. There are six staff credential levels and four administrator levels offering various recognition of achievement based on a child care provider's professional development/education, years of experience, and professional activities.

The Program is voluntary. Registered family child care providers and child care center staff are encouraged to participate.



WORKFORCE ADVANCEMENT

- [Credential Program](#)
- [Training Vouchers & Reimbursements](#)
- [CCCPDF](#)
- [Training Approval Program](#)
- [Quality Incentive Grant](#)
- [Provider Grant Program](#)
- [Infant /Toddler Critical Competencies](#)
- [Regulations](#)
- [Child Development Associate \(CDA\)](#)

QUICK FIND

- [Regulations](#)
- [Fingerprinting](#)
- [How to Apply for a Child Care Center License or a Family Home Care Registration](#)
- [Regional Licensing Offices](#)
- [Online Licensing Inspection Results](#)
- [Become a Medication Administration Trainer](#)
- [Medication Administration Approved Trainers](#)
- [Asthma, Allergy & Anaphylaxis Prevention and Management Trainers](#)

Resources and Applications

- [Credentialing PowerPoint Presentation \(PDF\)](#)
- [The Child Care Credential Program Booklet \(PDF\)](#)
- [Maryland Child Care Credential Program Helpful Hints \(PDF\)](#)
- [The Maryland Child Care Credential Program \(MCCCP\) Application Form \(PDF\)](#)
- [Credential Program Submission Guide \(PDF\)](#)
- [Change of Address Form \(PDF\)](#)
- [First Application Cover Sheet \(PDF\)](#)
- [Renewal Application Cover Sheet \(PDF\)](#)
- [Maryland Child Care Credential Program Brochure \(PDF\)](#)
- [Guide to Accredited Online Colleges and Universities](#)
- [Child Care Resources Center Locations \(PDF\)](#)
- [Accrediting Organizations \(PDF\)](#)
- [Quality Assurance Specialists](#) (PDF)
- [Regional Licensing Offices \(PDF\)](#)
- [Family Child Care County Associations \(PDF\)](#)
- [Child Development Associate® for High School Students \(PDF\)](#)

All resources and applications listed are hyperlinks.

Fax: 410-229-0145 Email: mccccredential@conduent.com	Maryland State Department of Education Division of Early Childhood Development Maryland Child Care Credential Program CREDENTIAL APPLICATION	Return To: Child Care Central PO Box 598 Baltimore, MD 21203
---	---	--

For assistance completing the application, see page 3 for instructions or call Child Care Central at **1-877-355-1229** or refer to the Credentialing Booklet on the MSDE Credential Program website

Incomplete applications will be returned.

Section 1 General Information				
Application Type:	<input type="checkbox"/> First Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Update	<input type="checkbox"/> Upgrade

Section 2 Applicant Information				
Legal Name (Last, First, Middle): <i>This should match information submitted to the Licensing office.</i>				
Party ID Number: <i>Required for Renewal, Updates and Upgrades.</i>	Social Security Number (SSN): <i>Required for bonus payment</i>		Date of Birth (DOB): <i>MM/DD/YYYY</i>	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary	Race and Ethnicity: <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Another Race		Age Range: <input type="checkbox"/> 17-35 <input type="checkbox"/> 36-54 <input type="checkbox"/> 55 - above	
Primary Language:	County/Jurisdiction:			
Mailing Address:	Street	Apt Number	City	State Zip Code
Phone Number:	Email Address:			
Are you applying or currently enrolled in the Child Care Career Professional Development Fund (CCCPDF)? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Section 3 Employment Information				
Position (Check one)				
<input type="checkbox"/> Child Care Center Employee*				
Licensed Child Care Center Name:				
Center Mailing Address:	Street	Apt Number	City	State Zip Code
Center License Number:	Center Phone Number:			
Check primary position:	<input type="checkbox"/> Director	<input type="checkbox"/> Teacher	<input type="checkbox"/> Aide	<input type="checkbox"/> Other:
Age Group (check all that apply):	<input type="checkbox"/> Infant/Toddler	<input type="checkbox"/> Preschool	<input type="checkbox"/> School Age	<input type="checkbox"/> All
<i>*Must submit a letter of employment on the center's letterhead including position, hours worked per week and start and end date for each position held.</i>				
<input type="checkbox"/> Family Child Care Provider**				
Registration Number:				
<i>**Must submit a certificate of registration and 1 attendance sheet dated within the last 12 months</i>				

Section 4 Signature	
I affirm that all information on this application and all attached documentation is true and correct. I understand that if I have had a child care license or registration suspended or revoked I may not be eligible to participate in the Credential Program. I further understand that there are penalties for giving false statements. I have attached all required information including documentation of training, professional activity, and experience. My signature below makes this statement binding.	
Applicant Signature	Date
<i>This application will not be processed if the form is not signed and dated.</i>	

Section 5 Essay

Include an essay only if this is a First Application. The essay is not required for Renewal, Update, or Upgrade applications.

The Credential Essay is designed to enable the applicant to reflect thoughtfully on his/her career as an early childhood educator and/or administrator. Reflection allows child care professionals to "paint a picture" of current practice and focus on improving skills and knowledge. As a professional it is necessary to reflect on your practices and interactions with children and families. Reflection can result in opportunities for continuous improvement of practice and skills. Stop and take time to reflect daily as you interact with children and families. Listen openly to the ideas of others. Reflect on your work and the work of others around you. Consider and implement ways to develop your practice.

Choose one question as the topic of your essay. Include your essay in your application packet. Your essay should be 300 to 500 words and may be typed or handwritten.

☐ Why did you become a child care professional?

☐ Why do you want to get the Maryland Child Care Credential?

Section 6	Education
------------------	------------------

List all courses from your **attached** college grade slips/transcripts that are related to early childhood development and the college credit hours for each.

If this is a First Application, list all related college courses ever completed.

If this is a Renewal, Update, or Upgrade, list only related college courses taken during the current credential year.

[illegible]

Instructions for completing an application to the Maryland Child Care Credential Program	
Section 1 General Information	
<p>Select only one Application Type.</p> <p>To be credentialed for the first time, check First Application and complete Sections 1 through 6.</p> <p>To renew a current credential within the required timeframe, check Renewal and complete all Sections except Section 5.</p> <p>To reactivate a credential that expired more than 30 days ago, check Update and complete all Sections except Section 5.</p> <p>To move to a higher level within the credential year, check Upgrade and complete all Sections except Section 5.</p>	
Required Documentation	
<p>Enclose the following documents with your application. Please refer to the Child Care Credential Program Booklet for additional details. The booklet can be found on https://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care/credentialing-branch/child-care-credential-program</p>	
Education/Training	<ul style="list-style-type: none"> OCC Approved Training Certificates (Completed within 5 years of application date for First Application. Completed within the current credential year for Renewal, Update, or Upgrade.) College grade slips/transcripts or proof of current college enrollment (No expiration regardless of date for First Application. Completed within the current credential year for Renewal, Update, or Upgrade.) College degree with accompanying transcript from an accredited college or university. (Foreign degrees must be translated and evaluated before submission.)
Professional Activities (Must be within 12 months of application date.)	<ul style="list-style-type: none"> Professional organization membership card(s) Canceled checks Letters of acknowledgement of participation in professional activities Other documentation, as appropriate. (Refer to the Credential Program booklet for examples of PAUs)
Experience	<ul style="list-style-type: none"> Family Child Care Provider: Copy of any family day care certificate of registration, including current certificate and copy of at least one child attendance sheet completed during the past 12 month period. Center Staff: Letter of employment on center letterhead including position, hours worked per week and start and end date for each position held or other documentation of current employment. Any other documentation of experience, letters, time sheets, staff evaluation card, etc.
Section 2 Applicant Information	
<p>Answer all of the questions in this section.</p> <p>Your legal name should match information submitted to the Licensing Office.</p> <p>Please make a note of the Date of Birth and Phone Number you enter on the form. This information will be needed to access your credential information on the automated phone system.</p>	
Section 3 Employment Information	
<p>Answer all of the questions in this section for your current position. In the position section, choose either Family Child Care Provider or Child Care Center Employee. If you are an employee, answer the remaining questions in that section.</p> <p>- Family child care providers must submit a certificate of registration and 1 attendance sheet dated within the last 12 months.</p> <p>- Child care center staff must submit a letter of employment on the center's letterhead including position, hours worked per week and start and end date for each position held.</p> <p>- Center directors are required to submit Form 1205 to the Licensing office for a new employee</p>	
Section 4 Signature	
<p>You must sign and date the application for it to be considered complete. Incomplete applications will be returned.</p>	
Section 5 Essay	
<p>If this is your first application, either type or hand write an essay on the question you selected and include it in your application packet.</p>	
Section 6 Education	
<p>List all courses from your attached college grade slips/transcripts that are related to early childhood development and the college credit hours for each. If this is a First Application, list all related college courses ever completed. If this is a Renewal, Update, or Upgrade, list only related college courses taken during the current credential year.</p>	
Additional Information	
<p>For additional information on the Maryland Child Care Credential Program or completing this application refer to the Credentialing Booklet at https://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care/credentialing-branch/child-care-credential-program</p>	

Maryland Child Care Credential First Application Cover Sheet

Applicant Name: _____ **CCATS ID** _____

Before mailing your application, check to make sure you have included all required information and copied everything for your records. Please organize documentation for each area together and label/highlight material to aid in application processing.

Item	Attached ✓
Application	
<ul style="list-style-type: none"> Completed, signed and dated application form Completed Essay (Typed or Handwritten) 	
Experience	
Current Experience: <ul style="list-style-type: none"> FAMILY CHILD CARE- Copy of registration AND copy of at least one child attendance sheet from past 12 months. CENTER- letter of employment on letterhead with start date and end date if applicable (tax forms, pay stubs, etc. with date of hire/end date of service clearly indicated may be acceptable) 	
Previous experience: <ul style="list-style-type: none"> Letters of employment on center letterhead or previous family child care registration. 	
Training Documentation	
Copies of training certificates (Only training completed within the past 5 years)	
College Transcripts, CDA, DOD Military Training (no expiration)	
Professional Activity Units	
(Check activities completed during the past 12 months – from date of application - ONLY)	
Units	Check all that apply and attach appropriate documentation for each
1	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Association Membership <input type="checkbox"/> Association Committee Member <input type="checkbox"/> Conference Committee Member <input type="checkbox"/> Community Child Care Event <input type="checkbox"/> Responsible for CACFP <input type="checkbox"/> Presenter of in-service Training <input type="checkbox"/> EXCELS and Accreditation Peer Support Group </div> <div> <input type="checkbox"/> Informal mentor/advisor <input type="checkbox"/> Program Accreditation <input type="checkbox"/> Current Teaching Certificate <input type="checkbox"/> CCRRC Volunteer (6 clock hrs) <input type="checkbox"/> 10 years of experience <input type="checkbox"/> Local Child Care Conference* <input type="checkbox"/> Child Care Center Event* </div> </div>
2	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Association Board Member <input type="checkbox"/> Member of Task Force/Advisory Group <input type="checkbox"/> Newsletter Contributed <input type="checkbox"/> CCRRC Volunteer (12 hrs) <input type="checkbox"/> College Coursework </div> <div> <input type="checkbox"/> Judy Center Partner <input type="checkbox"/> National Accreditation (Director/Family provider only) <input type="checkbox"/> 20 years of experience <input type="checkbox"/> Statewide Child Care Conference Attendance* <input type="checkbox"/> Director Consortium </div> </div>
3	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Presenter Child Care Conference <input type="checkbox"/> Approved instructor/trainer <input type="checkbox"/> Editor local, state, national newsletter <input type="checkbox"/> Developer of Training <input type="checkbox"/> CDA Advisor </div> <div> <input type="checkbox"/> Accreditation Observer <input type="checkbox"/> National Child Care Conference Attendance* <input type="checkbox"/> Approved Rating Scale Assessor <input type="checkbox"/> Student Teacher Supervisor <input type="checkbox"/> 30 years of experience </div> </div>
Other: (# of units TBD by Office)	

- **Do not** send original transcripts, diplomas, certificates, licenses, etc.
- **Do** send clear legible copies of all documentation.
- **Do** keep a copy of all items sent.

Mail application and all supporting documentation to:

**Child Care Central
P O Box 598
Baltimore, MD 21203**

____ Check if applicant is applying for CCCPDF or other program dependent on Maryland credential status. *Counts only once during an application cycle.

Please note: This is not the Maryland Child Care Credential program application.

Maryland Child Care Credential Renewal Cover Sheet

Applicant's Name: _____ CCATS ID #: _____

Current Credentialing Level: _____ Current Credentialing Year: _____

Required Documentation:				Attached ✓
1.	Application - Completed, signed and dated			
2.	Experience - Employment Verification consisting of for Center Staff - Letter from employer on center letterhead, for Family Child Care Provider - Sign-in sheet from previous 12-months			
3.	Education – Training (List classes taken during the Current Credentialing Year ONLY)			
	Title	Date	Hours	
	Total→			
4.	Professional Activity Units (Check activities completed during the Current Credentialing Year ONLY)			
	Units	Check all that apply and attach appropriate documentation for each	Enter Totals	
	1	<input type="checkbox"/> Association Membership* <input type="checkbox"/> Association Committee Member <input type="checkbox"/> Conference Committee Member <input type="checkbox"/> Community Child Care Event <input type="checkbox"/> Responsible for CACFP <input type="checkbox"/> Presenter in-service Training <input type="checkbox"/> Informal mentor/advisor <input type="checkbox"/> Program Accreditation <input type="checkbox"/> Current Teaching Certificate <input type="checkbox"/> CCRRC Volunteer (6 clock hrs) <input type="checkbox"/> 10 years of experience <input type="checkbox"/> Center Event *		
	2	<input type="checkbox"/> Association Board Member <input type="checkbox"/> Member of Task Force <input type="checkbox"/> Newsletter Contributor <input type="checkbox"/> CCRRC Volunteer (12 hrs) <input type="checkbox"/> College Coursework <input type="checkbox"/> Judy Center Partner <input type="checkbox"/> National Accreditation (Director/Family provider only) <input type="checkbox"/> 20 years of experience <input type="checkbox"/> Statewide Conference*		
	3	<input type="checkbox"/> Presenter Child Care Conference <input type="checkbox"/> Approved instructor/trainer <input type="checkbox"/> Editor local, state, national newsletter <input type="checkbox"/> Developer of Training <input type="checkbox"/> CDA Advisor <input type="checkbox"/> Accreditation Observer <input type="checkbox"/> Approved mentor <input type="checkbox"/> Approved Rating Scale Assessor <input type="checkbox"/> Student Teacher Supervisor <input type="checkbox"/> 30 years of experience <input type="checkbox"/> National Conference*		
	Other: (# of units TBD by Office)			
	Total→			

- Do not send original transcripts, diplomas, certificates, licenses, etc.
- Do send clear legible copies of all documentation.
- Do keep a copy of all items sent.

Mail application and all supporting documentation to:

**Child Care Central
P O Box 598
Baltimore MD 21203**

_____ Check if applicant is applying for CCCPDF or other programs dependent on Maryland Credential status. * Counts only once during an application cycle

Please note: This is not the Maryland Child Care Credential program application.



Important:

When submitting applications, it is important that supporting documentation is included. **All supporting documentation should be as detailed as possible** so that an application is less likely to be sent back.

Supporting documentation serves several important purposes, including:

- Verification of previous and current experience
- Verification of training and education received
- Verification of employment
- Verification of Professional Activity Units (PAUs)

If you do not include detailed and accurate supporting documentation, you run the risk of being credentialed at a lower level than you deserve and having your application sent back.

Sample letters verifying employment and PAU participation immediately follow this letter.

[Date]

Child Care Central

P.O. Box 598

Baltimore, MD 21203

To whom it may concern:

This letter verifies [Employee Name]'s employment at [Name of Child Care Center]. They have been employed at [Name of Child Care Center] since [Employment Start Date] and hold the title of [Title]. This child care center is located at [Location].

Sincerely,

[Printed Name]

[Title]

SAMPLE EMPLOYEE VERIFICATION LETTER

[Date]

Child Care Central

P.O. Box 598

Baltimore, MD 21203

To whom it may concern:

This letter verifies that [Employee Name] was present during [Activity/Event Name]. During the [Activity/Event Name], [Employee Name] [List Actions Completed]. The [Activity/Event Name] was located at [Location] and took place from [Start time] to [End time].

Extra documentation from [Activity/Event Name] immediately follows this letter.

Sincerely,

[Printed Name]

[Title]

Please note that you may also submit other event information (e.g., pictures, flyers) immediately after the PAU participation letter. Submission of extra event materials will help ensure that your PAU gets accepted

SAMPLE PAU PARTICIPATION LETTER